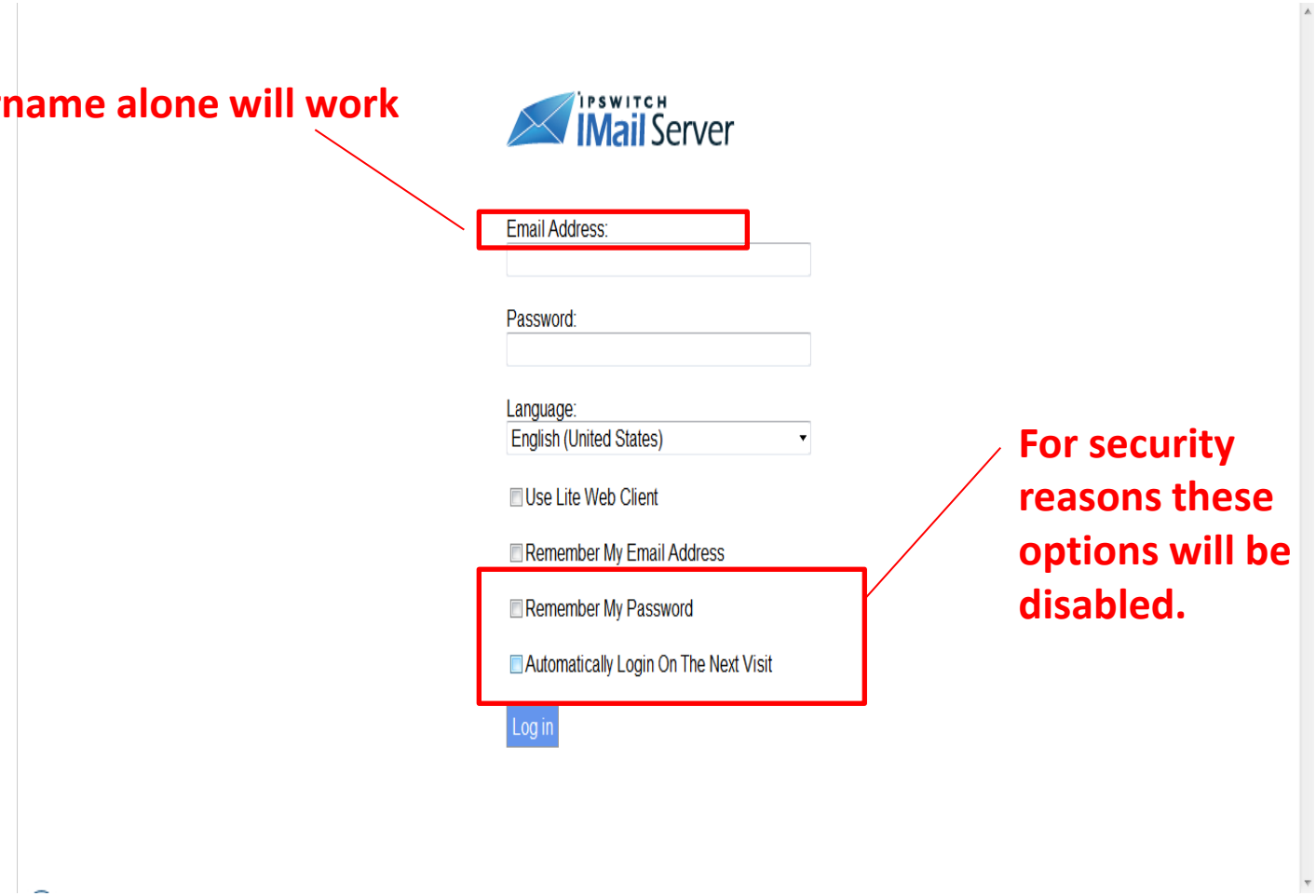
VALS Email Guide and Recommended Options

March 25, 2014

- When making changes to any User Options, always remember to save them using the save link that appears above the tabs on the Manage User Options page
- Settings that are recommended here are under your control, but using the recommended settings can make it easier for VTLIB staff to trouble-shoot when you are experiencing problems with VALS email.
- The information in this document will evolve over time. Right now it only covers the basics. If you feel that other useful information could be added to this document, please send your suggestions to sheila.kearns@state.vt.us

Login page

Username alone will work



For security reasons these options will be disabled.

Setting up User Options: General Tab

Select Manage User Options from the Action drop-down menu.

Action | Compose | Help | Logout

- west
  - Email
    - Inbox
    - Drafts
    - Sent
    - Deleted
    - Draft
    - Junk
  - Address Books
    - Contacts
  - RSS Feeds

Today | Inbox | Manage User Options

Save

General Options | Receiving Messages | Viewing Messages | Composing Messages | Forwarding Messages | Replying To Messages | Deleting Messages | Contacts

Display Name: West Middlesex College

Reply To: west@vals.state.vt.us

Forward To:

Default Encoding: Unicode (UTF-8)

Initial Item To Display: None

Main Menu Bar: Display Shortcut Compose Button

Timezone Offset: Automatically Determined [-5]

Adjust for daylight savings time

Unicode (UTF 8) or English (US ASCII) can be set here

Select Mail Folder: Inbox to see your new mail when you log in. If you leave the selection on None, you will see the Today view as displayed to the left her

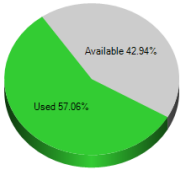
Today | Inbox | Manage User Options

IPSWITCH IMail Server

Mail Space Usage

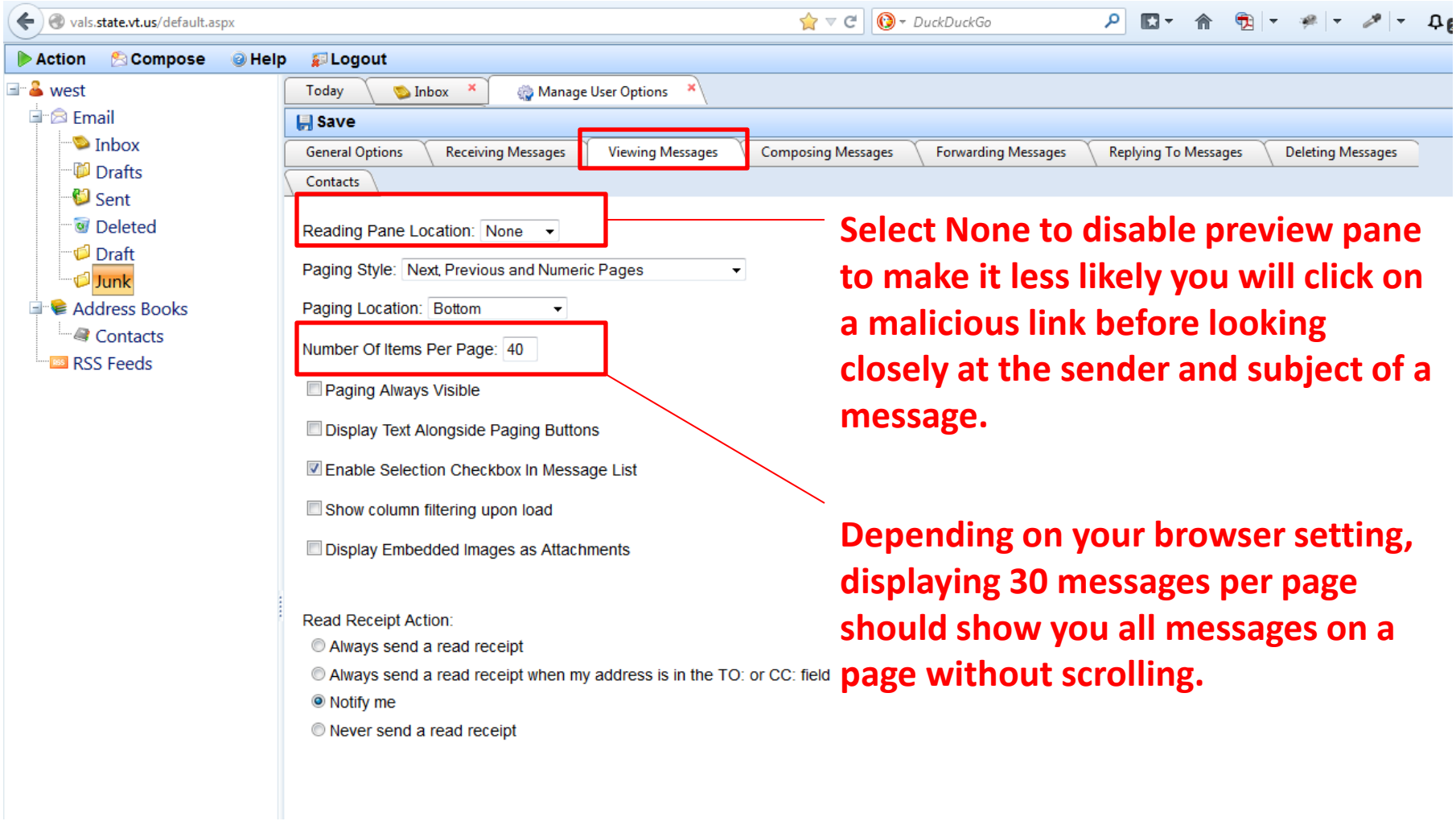
Maximum Mailbox Size Allowed: 40 MB

Amount Used: 22.83 MB



Check for new mail

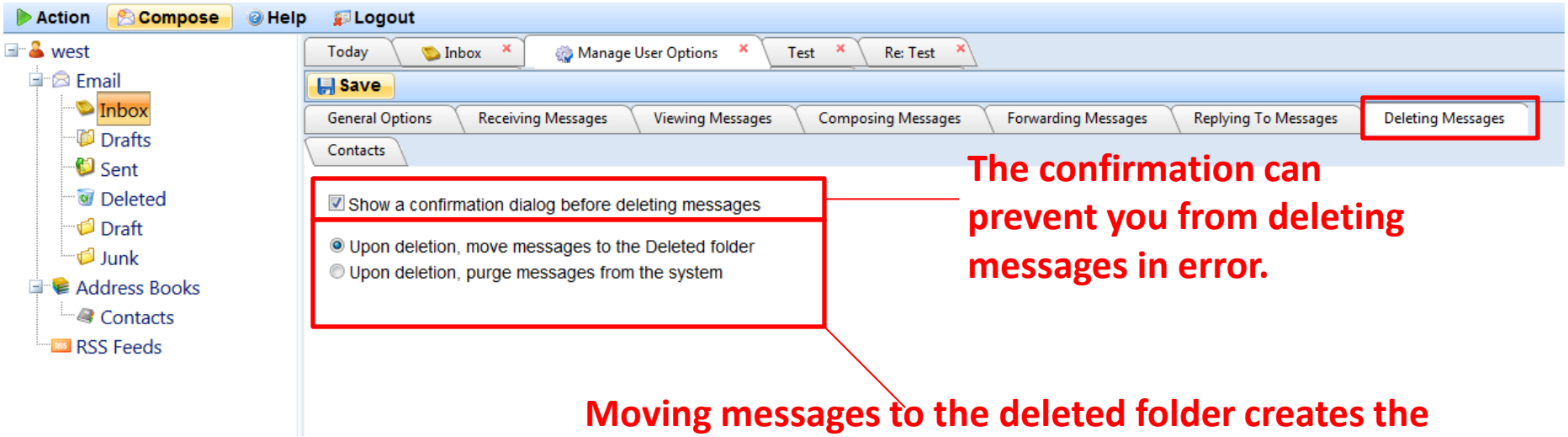
Setting up User Options: Viewing Messages Tab



Select None to disable preview pane to make it less likely you will click on a malicious link before looking closely at the sender and subject of a message.

Depending on your browser setting, displaying 30 messages per page should show you all messages on a page without scrolling.

Setting up User Options: Deleting Messages Tab

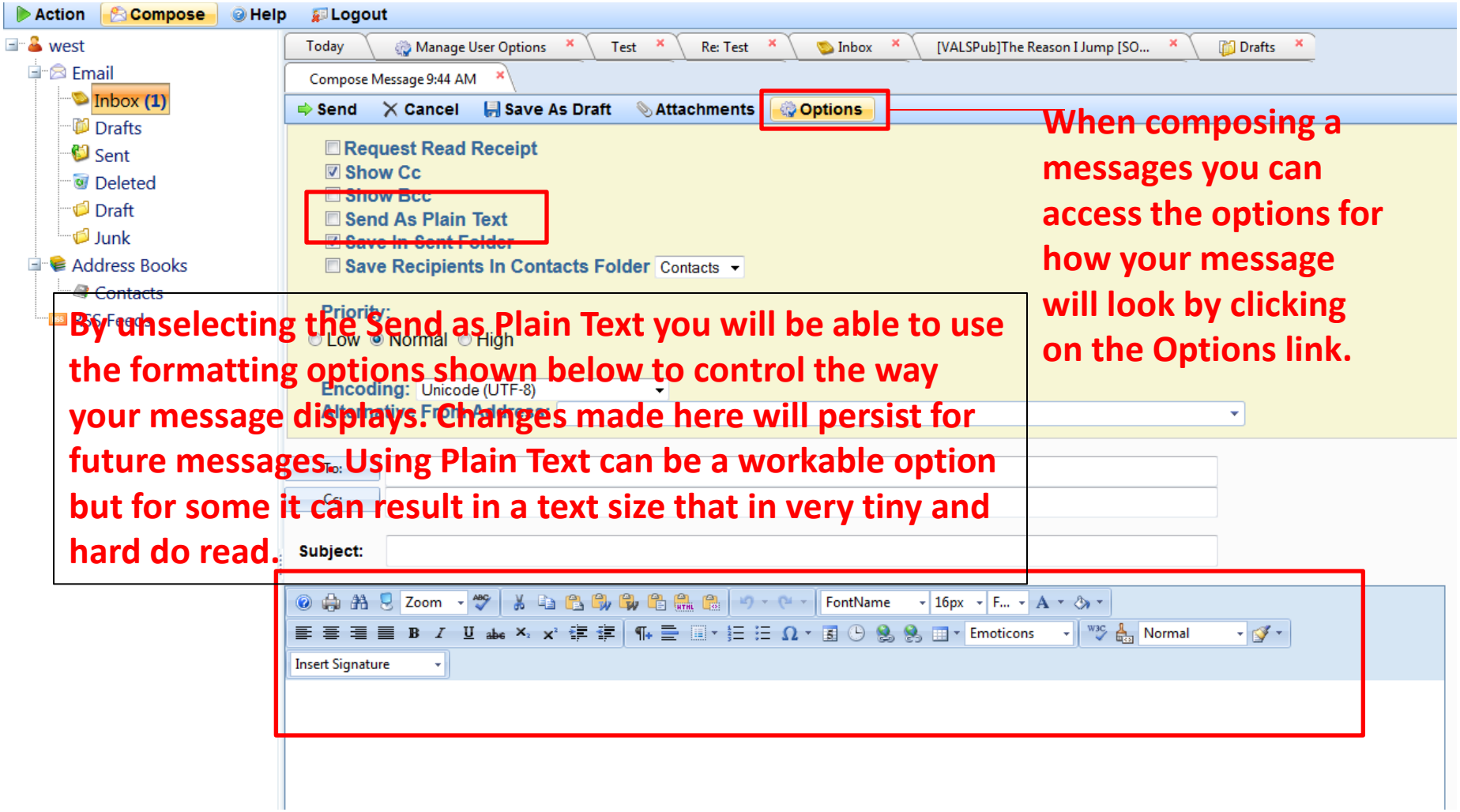


The confirmation can prevent you from deleting messages in error.

Moving messages to the deleted folder creates the requirement to empty the deleted folder, but does give you one more chance to recover messages deleted in error.

Although VTLIB can request that your mail folders be restored from a back-up, this can take time and will require you to review all of your messages to find the ones your want to keep and then to delete the ones that are duplicates of what you already have

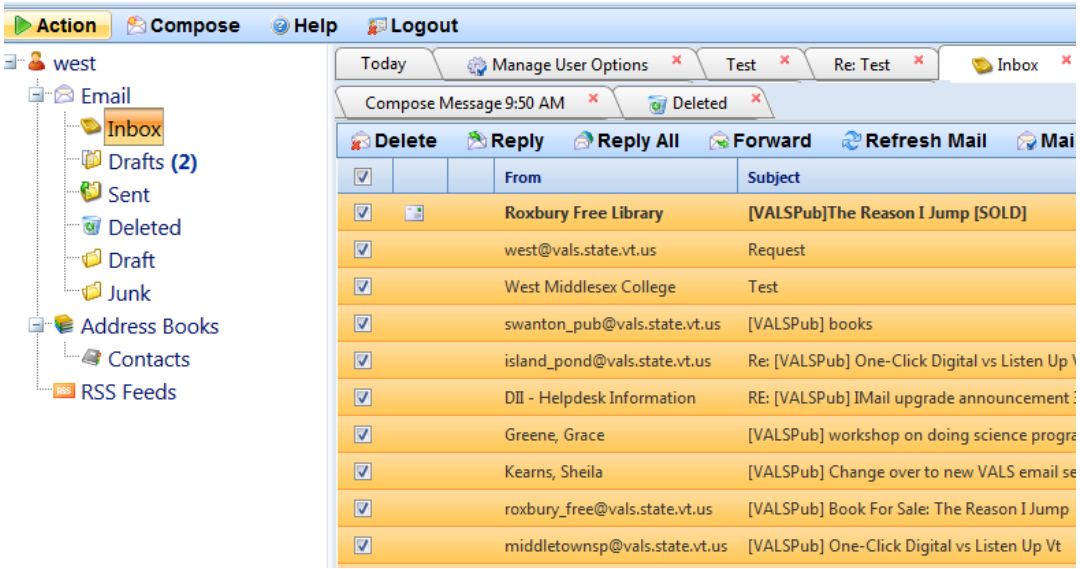
Setting up Options for How Your Email Will Be Formatted



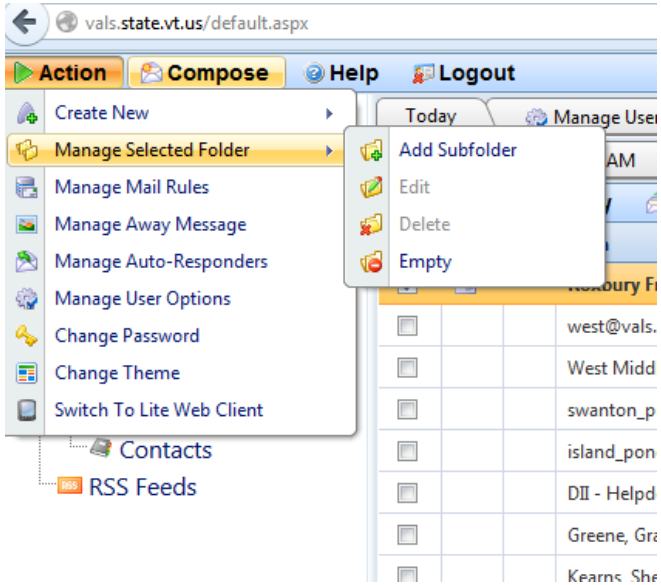
When composing a messages you can access the options for how your message will look by clicking on the Options link.

By unselecting the Send as Plain Text you will be able to use the formatting options shown below to control the way your message displays. Changes made here will persist for future messages. Using Plain Text can be a workable option but for some it can result in a text size that in very tiny and hard do read.

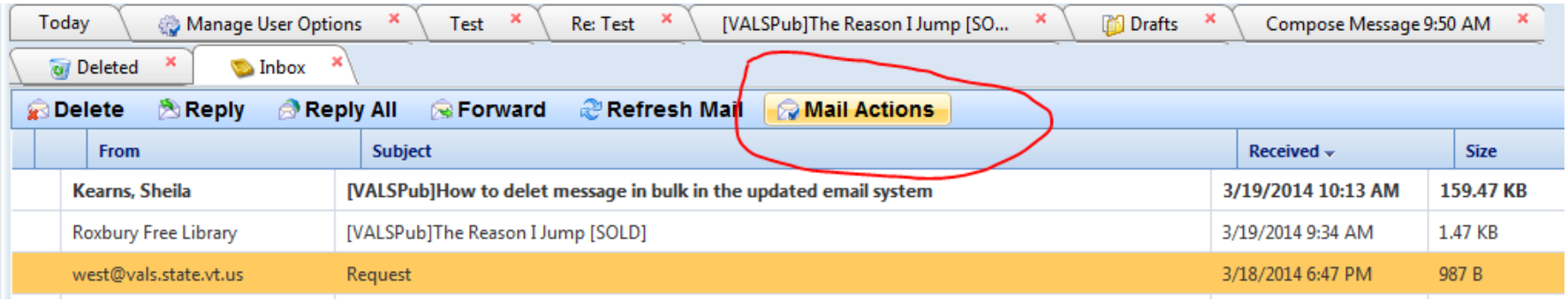
To delete all messages on a page select the checkbox above the first message on the page to select all items on the page and using the Delete button to delete all checked messages.



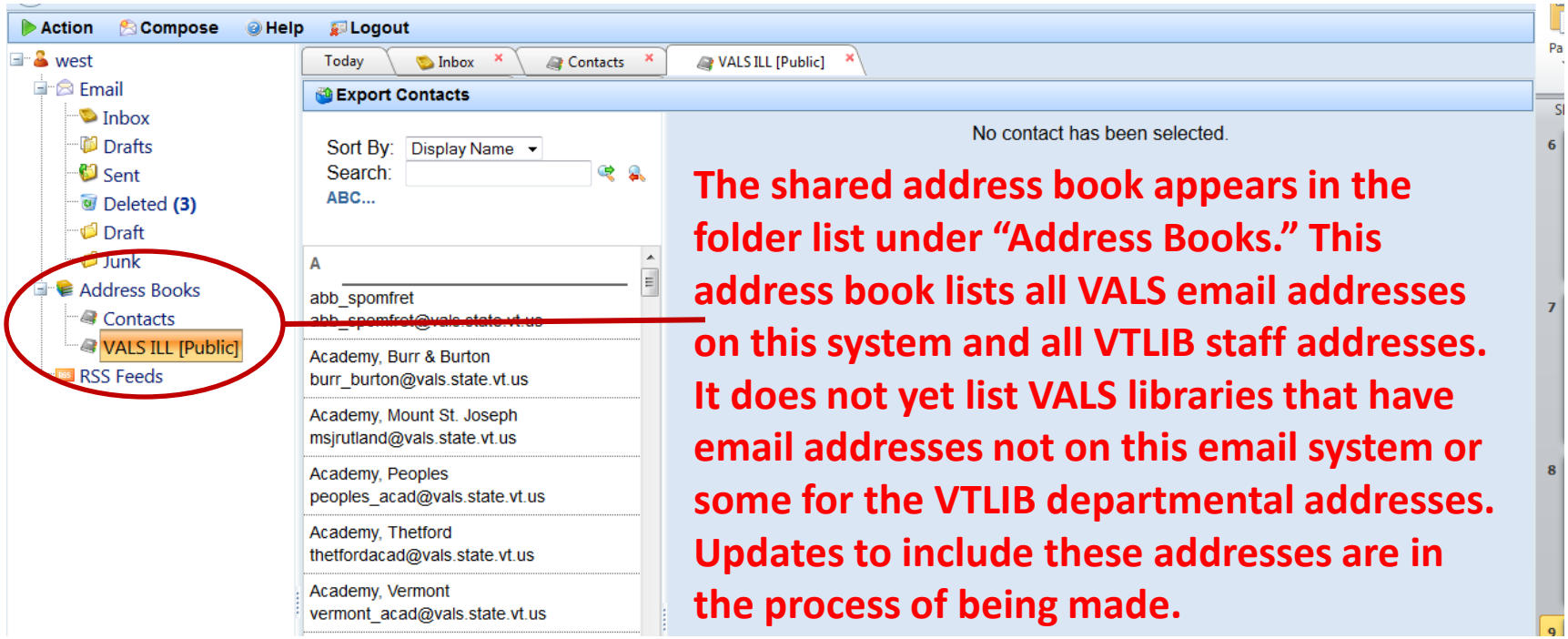
To delete all messages in a folder, use the Action menu in the upper left corner of the window and select Manage Selected Folder and then select Empty.



Search is found in the Mail Actions menu above the list of email messages

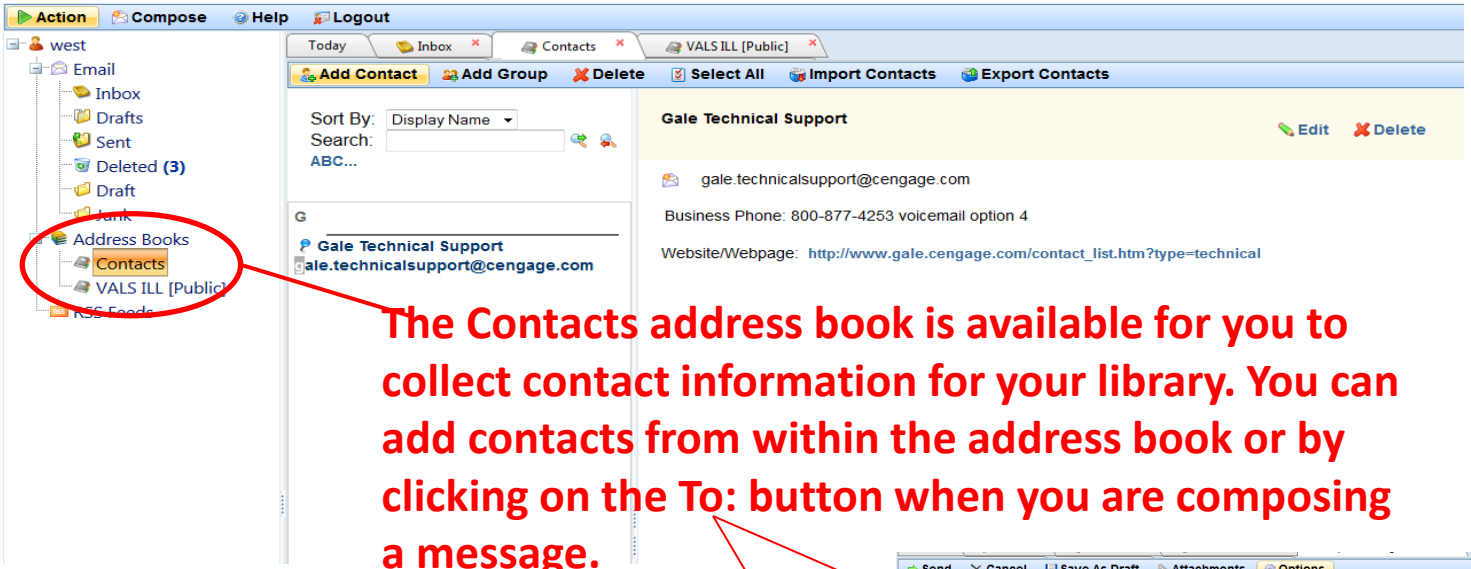


Shared (Public) Address Book

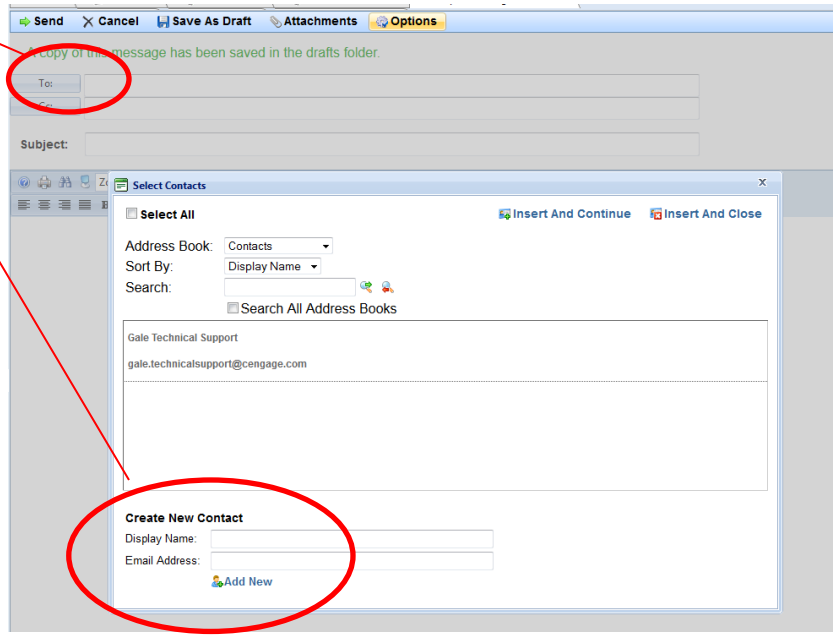


The shared address book appears in the folder list under "Address Books." This address book lists all VALS email addresses on this system and all VTLIB staff addresses. It does not yet list VALS libraries that have email addresses not on this email system or some for the VTLIB departmental addresses. Updates to include these addresses are in the process of being made.

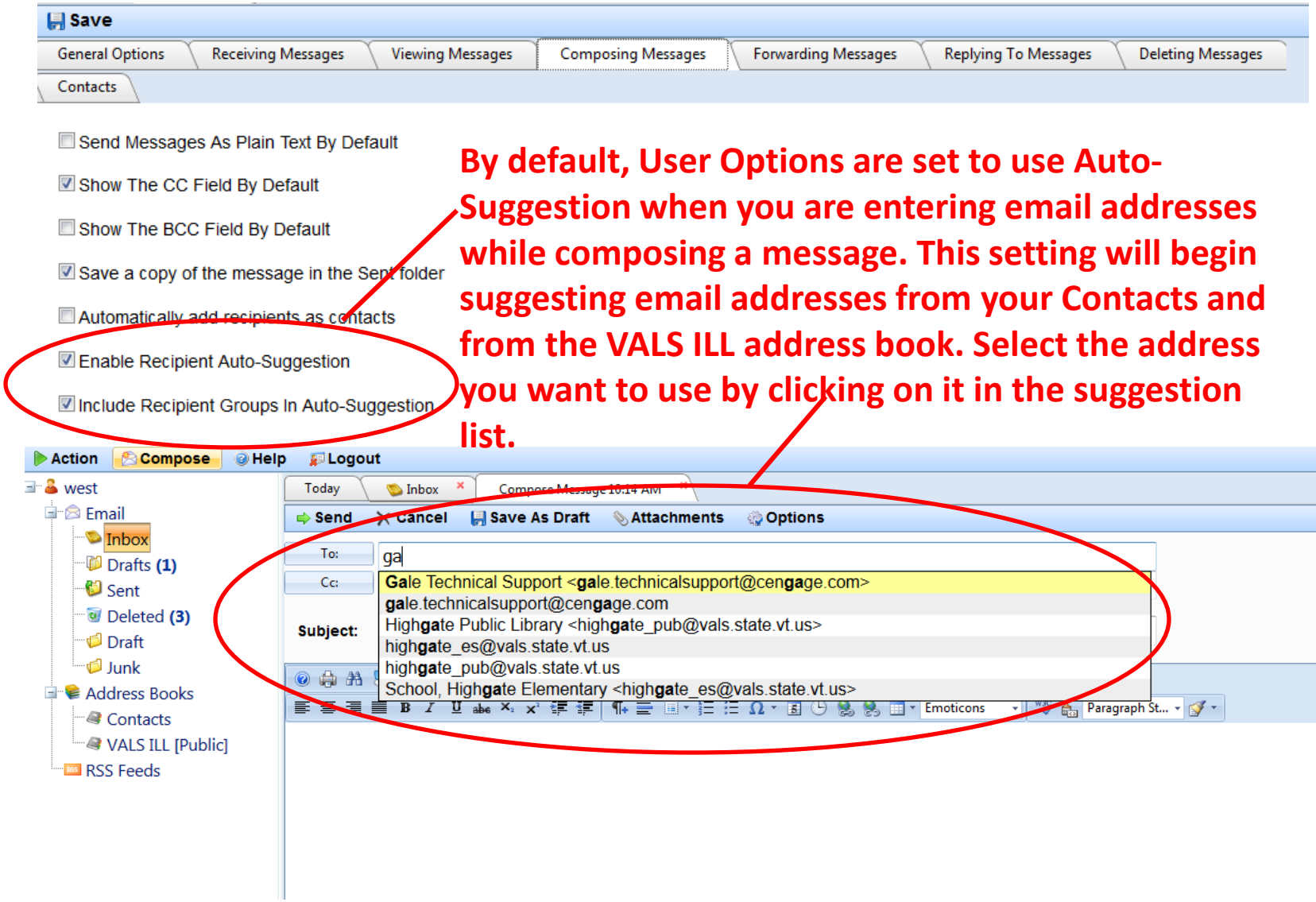
Contact Lists for Individual VALS Accounts



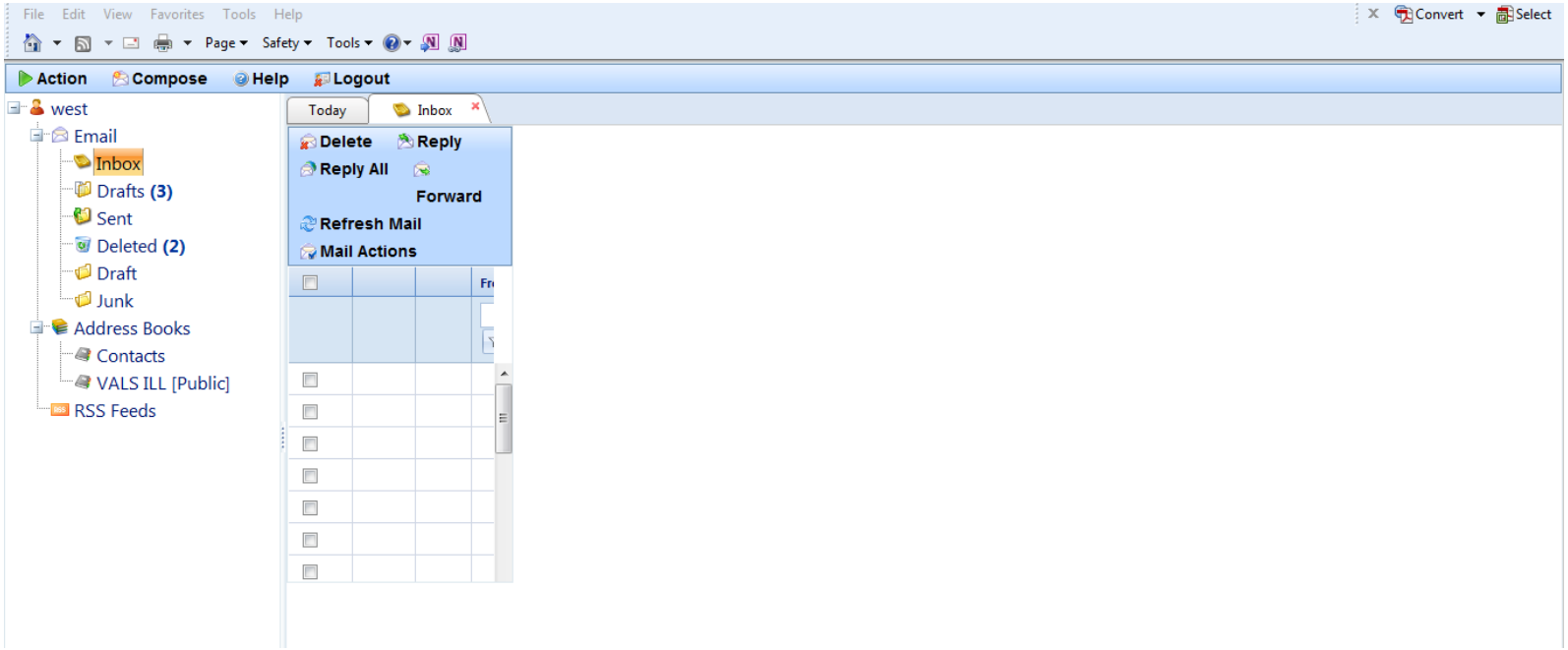
The Contacts address book is available for you to collect contact information for your library. You can add contacts from within the address book or by clicking on the To: button when you are composing a message.

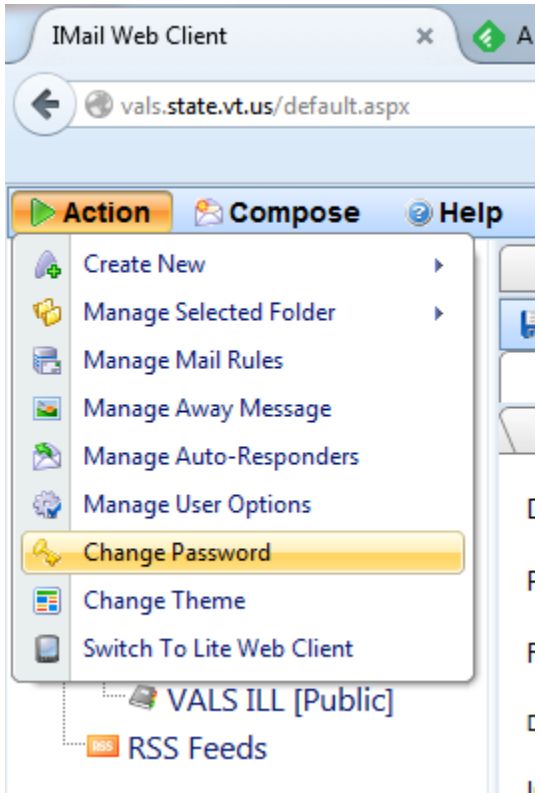
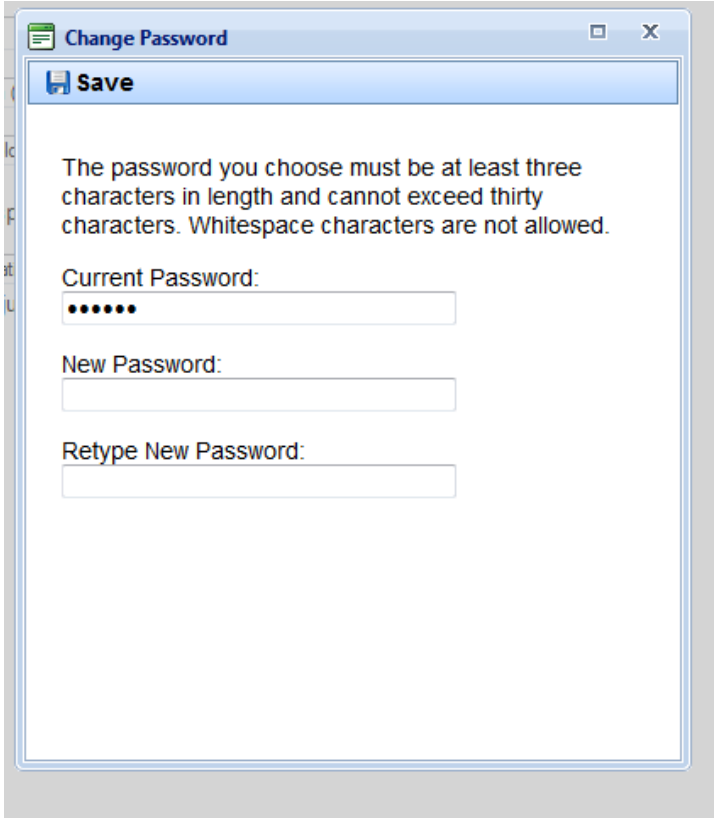


Recipient Auto-Suggestion



By default, User Options are set to use Auto-Suggestion when you are entering email addresses while composing a message. This setting will begin suggesting email addresses from your Contacts and from the VALS ILL address book. Select the address you want to use by clicking on it in the suggestion list.


File Edit View Favorites Tools Help
Page Safety Tools
Convert Select
Action Compose Help Logout
west
Email
Inbox
Drafts (3)
Sent
Deleted (2)
Draft
Junk
Address Books
Contacts
VALS ILL [Public]
RSS Feeds
Today
Inbox
Delete Reply
Reply All
Forward
Refresh Mail
Mail Actions

Change Password

- Click on the Action menu in the upper right hand corner of the browser window
- Select “Change Password”
- In the dialog box that appears enter current password, new password and retype new password
- Click on Save